

DEPARTMENT OF STATE

Secretary of State

Jan Brewer



A Secretary of State's duties are many, from attesting to public documents (above) to accepting election filings (above right). Voter registration is a top priority of the Secretary (middle and lower right) even for Megan McCain pictured with her mother Cindy McCain, who filed an updated voter registration form in 2008.

Administration

Business Services

Election Services

Public Services



Annual Report FY '08

DEPARTMENT OF STATE – ARIZONA SECRETARY OF STATE

Janice K. Brewer

FY '08 Annual Report

FY '08 Annual Report

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Secretary of State

Attention: Administration

1700 W. Washington Street, 7th Floor

Phoenix, Arizona 85007

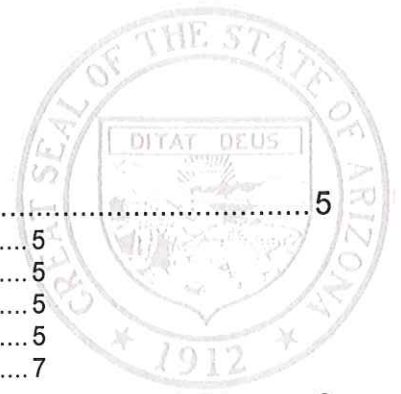
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The Public Services Division produced this report.

Project Manager, Scott Cancelosi.

Photos on the cover by: S. Cancelosi

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HISTORY OF THE OFFICE

About the Office



Contact Information

Offices hours are: 8 a.m. to 5 p.m., Monday – Friday
Phone: 602.542.4285 Toll-free: 800.458.5842 TDD: 602.255.8683

Capitol Office (Mailing Address)

Secretary of State's Office
1700 W. Washington Street, 7th Floor
Phoenix, AZ 85007

Mission Statement

The mission of the Office of the Secretary of State is to carry out its constitutional and statutory mandates which are to receive and record filings from governmental bodies and the general public; to provide election services to counties and candidates for office; to register and certify business transactions; to publish official acts of the state of Arizona including its chapter laws and rules; to appoint notaries public; and to carry out these mandates in a manner compatible with the requirements and expectations of the constituencies the office serves.

Agency Description

The Department of State was created by the constitution and is headed by a publicly elected secretary of state, who serves as acting governor in the absence of the governor, and succeeds the governor should a vacancy occur.

The Secretary of State's office is primarily a filing office with duties set in the Arizona Constitution and Arizona Revised Statutes.

- The secretary of state is the official keeper of the Great Seal of the State of Arizona.
- The Secretary of State's office receives and records various filings, including Uniform Commercial Code transactions, trademark and trade name registrations, charity filings, limited partnership and limited liability partnership filings.
- The office administers election functions, including canvass and certification of state-wide elections, registration of lobbyists and acceptance of periodic lobbyist filings, and campaign finance filings; publishes all official acts of the State of Arizona including Chapter laws, the *Arizona Administrative Code* and the *Arizona Administrative Register*, appoints notaries public, and authenticates notaries public and certain public officials for documents sent to foreign locations.

Office Duties

Arizona Revised Statutes § 41-121.

The secretary of state shall:

1. Receive bills and resolutions from the legislature, and perform such other duties as devolve upon the secretary of state by resolution of the two houses or either of them.
2. Keep a register of and attest the official acts of the governor.
3. Act as custodian of the great seal of this state.
4. Affix the great seal, with the secretary of state's attestation, to public instruments to which the official signature of the governor is attached.
5. File in the secretary of state's office receipts for all books distributed by the secretary of state and direct the county recorder of each county to do the same.
6. Certify to the governor the names of those persons who have received at any election the highest number of votes for any office, the incumbent of which is commissioned by the governor.
7. Publish slip laws of each act of the legislature promptly upon passage and approval of such act, make such acts available to interested persons for a reasonable fee to compensate for the cost of printing and provide each house of the legislature and the legislative council with a certified copy of each bill or resolution, showing the chapter or resolution number of each, as each is filed in the secretary of state's office.
8. Keep a fee book of fees and compensation of whatever kind and nature earned, collected or charged by the secretary of state, with the date, the name of the payer and the nature of the service in each case. The fee book shall be verified annually by the secretary of state's affidavit entered in the fee book.
9. Perform other duties imposed on the secretary of state by law.
10. Report to the governor on January 2 each year, and at such other times as provided by law, a detailed account of the secretary of state's official actions taken since the secretary of state's previous report together with a detailed statement of the manner in which all appropriations for the secretary of state's office have been expended.
11. Transfer all noncurrent or inactive books, records, deeds and other papers otherwise required to be filed with or retained by the secretary of state to the custody of the Arizona state library, archives and public records.
12. Make available to the public, without charge, title 33, chapter 11 on the secretary of state's web site.
13. Accept, and approve for use, electronic and digital signatures that comply with section 41-132, for documents filed with and by all state agencies, boards and commissions. In consultation with the government information technology agency, the department of administration and the state treasurer, the secretary of state shall adopt rules pursuant to chapter 6 of this title establishing policies and procedures for the use of electronic and digital signatures by all state agencies, boards and commissions for documents filed with and by all state agencies, boards and commissions.
14. Meet at least annually with personnel from the federal voting assistance office of the United States department of defense and with county recorders and other county election officials in this state to coordinate the delivery and return of registrations, ballot requests, voted ballots and other election materials to and from absent uniformed and overseas citizens.

Other duties are listed in statute and can be found throughout this annual report.

Secretaries of State Since Statehood

- Janice K. Brewer (R), 2003 – present
- Betsey Bayless (R), 1997 – 2002
- Jane Dee Hull (R), 1995 – 1997
- Richard Mahoney (D), 1991 – 1995
- James “Jim” Shumway (D), 1988 – 1991
- Rose Mofford (D), 1977 – 1988
- Wesley Bolin (D), 1949 – 1977
- Curtis Williams (D), 1948 – 1949
- Dan E. Garvey (D), 1942 – 1948
- Harry M. Moore (D), 1939 – 1942
- James H. Kerby (D), 1933 – 1939
- Scott White (D), 1931 – 1933
- I.P. “Ike” Fraizer 1929 – 1931
- J.C. Callaghan (R), 1929
- James H. Kerby (D), 1923 – 1929
- Ernest R. Hall (R), 1921 – 1923
- Mit Simms (D), 1919 – 1921
- Sidney P. Osborn (D), 1912 – 1919

ADMINISTRATION

The Brewer Administration

Janice K. Brewer - The Secretary of State

Janice K. Brewer has lived in Arizona for 38 years, and she has spent the past 26 of them serving the people and upholding a public trust. There are few, if any, elected officials in Arizona with a broader range of productive experience in public service. Prior to her election as Secretary of State, she has served as both a Maricopa County Supervisor, rising to become chairman of that board; and a highly-respected member of both houses of the Arizona Legislature, where she rose to leadership of the state Senate.

On the strength of that record she was elected Arizona Secretary of State in 2002, and since then has worked actively, even-handedly and without partisan rancor to inspire public confidence in the state's political processes. She was re-elected to a second term in 2006.



As the chief elections officer of the state, she registers all lobbyists and campaigns, and posts for public view their financial activities. She also receives and posts all proposed ballot measures, and faithfully executes the law regarding their qualification to go before the voters.

Upon taking office, Secretary Brewer identified immediate ways to save taxpayer dollars and address the ongoing state budget deficit. She had legislation introduced to update antiquated laws and remove unnecessary and expensive publication requirements. Secretary Brewer also consolidated her workforce assignments, eliminated staff overtime, and eliminated various other non-essential expenditures.

As chief elections officer, Secretary Brewer made it a priority to introduce and pass legislation which makes it easier for our overseas military soldiers and permanent residents to participate in our election process. This new law specifically assists those men and women serving our country abroad to vote and register to vote by internet or by fax. This most recent 2008 General Election afforded hundreds of Arizona military and overseas citizens with the ability to cast ballots over the internet from over 60 countries throughout the world.

Within the first 60 days in office, Secretary Brewer also took the lead on federal election reform by compiling the Help America Vote Act (HAVA) State Plan. Secretary Brewer's quick action placed Arizona second in the nation in accomplishing this federal mandate. Her new plan led to a successful strategy to get rid of punch card voting systems by 2004, create a centralized and uniform voter registration system which adds accuracy to the voter rolls, and have touch-screen voting devices for disabled voters in every precinct by the 2006 elections.

Such work has built upon Secretary Brewer's long record of making government more accessible and efficient.

Before she was elected Secretary of State, Ms. Brewer served as Chairman of the Maricopa County Board of Supervisors, the nation's fourth most populous county with more than 3 million residents, helping to build its still-strong reputation for sound and fiscally conservative government. When she first arrived at the County she encountered a local government bogged down so deep in debt that it had utilized \$165 million in short-term borrowing just to meet cash flow. At the end of Brewer's tenure in 2002, she left Maricopa County in one of the

strongest financial positions of any county in the nation. The financial turnaround was so good, that *Governing Magazine* proclaimed the County as "one of the two best managed large counties in the nation." Also during her chairmanship at Maricopa County, Brewer worked hard to provide better salaries for Sheriff Deputies and County Prosecuting Attorneys, she negotiated large land conservation deals that added thousands of acres of pristine land into county parks and away from development, and improved and expanded the Maricopa Medical Center's Burn Unit which stands today as one of the pre-eminent health care facilities in the nation.

Prior to that service she spent 14 years in the Arizona State Legislature, first as a state representative from 1983 to 1986, and then as state senator from 1987 to 1996. As senator, she held the leadership position of Majority Whip from 1993 to 1996, and helped to win passage of numerous landmark reforms that continue to serve millions of Arizonans today, including tax relief and budget reform; truth in sentencing; open enrollment, school report cards, and charter schools; clean air and water legislation and state trust land preservation. Then-Sen. Brewer also sponsored legislation which created the first Living Will statute in the nation. In her service as Secretary of State, Ms. Brewer created a public-private partnership for Arizonans to file online advanced medical directives.

As a State Senator, Brewer and her colleagues in legislative leadership also routinely conducted the state's business in 100-day legislative sessions, sending members home to their districts by mid-April with a balanced state budget and a body of work to show for their time at the Capitol.

Secretary Brewer has also served as: a governor's appointee on the Governor's Military Task Force dealing with base closure issues; the vice-chairman of Arizona Criminal Justice Commission (ACJC), where she worked with members of the criminal justice community to reduce crime in Arizona; vice-chairman of WESTMARC, a coalition of business and government leadership which focuses on economic development and growth issues; as Chairman of the Board of Directors for RIAZ, Inc. (Recovery Innovations of Arizona), a behavioral health service provider, and as Co-Chairman of the Continuum of Care organization dealing with homeless issues. She was a leading public voice for creation of the Maricopa County Homeless campus, which continues to serve countless destitute and desperate people in righting their lives, achieving dignity and recovering self-sufficiency.

Secretary Brewer is also very active in many community and professional affiliations. She was a Charter Member of Luke Fighter Country Partnership, an organization dedicated to preserving the missions of Luke Air Force Base. She is a board member of Hope and a Future, Child Help USA, Arizonans for Children, and a member of the Arrowhead Republican Women's Club, the Maricopa County SMI Commission, the Arizona Rifle and Pistol Association, and the Japanese-American Citizens League.

Secretary Brewer is married to Dr. John Brewer and is mother of three sons, one of whom passed away in 2007. She is an active member of Life in Christ Lutheran Church in Peoria. Secretary Brewer has lived in Arizona since 1970.



Secretary of State Jan Brewer certified the ballot order for the Presidential Preference Election on December 18, 2007. The drawing for the ballot order officially begins the 2008 election cycle, starting with the Presidential Preference Election conducted on February 5, 2008.

Photo by S. Cancelosi

Contact Information

Write the Secretary of State

Honorable Janice K. Brewer, Secretary of State
1700 W. Washington Street, 7th Floor
Phoenix, AZ 85007
Phone: 602.542.0681 Fax: 602.542.1575
www.azsos.gov
e-mail: sosadmin@azsos.gov

The Secretary of State's main office and mailing address is located at the state capitol in Phoenix, 1700 W. Washington Street, in the executive tower on the seventh floor.

Mission Statement

To provide guidance, leadership, and support to the staff of the Secretary of State's office.

Description

The administration anticipates the increasing expectations of the public, candidates, elected officials, media, and business community in order to provide timely and efficient filing and retrieval of information through advanced automation.

The Secretary of State's office is responsible for maintaining a record of all official acts of the governor during the year [A.R.S. § 41-121(2)], and to account for the official acts of the secretary of state including issuance and attachment of the Great Seal of the State of Arizona to documents that are filed [A.R.S. § 41-130(4)].

Administration keeps track of all secretary of state correspondence; loyalty oath filings [A.R.S. § 38-233]; extraditions; Eagle Scout certificates; and grants/denies permission for the use of the Great Seal of the State of Arizona [A.R.S. § 41-121(3)].

As the state's chief election officer, the secretary of state files in the office receipts for all books distributed by the secretary of state and direct the county recorder of each county to do the same [A.R.S. § 41-121(5)]. Certifies to the governor the names of those persons who have received at any election the highest number of votes for any office, the incumbent of which is commissioned by the governor [A.R.S. § 41-121(6)].

Computer information systems, budget and fiscal operations, and human resources are all managed under administration.

The Secretary of State's office keeps documentation of filings and registrations made within its divisions, as well. Counts of these transactions are tabulated throughout this report where available. Citations to the Arizona Constitution, Arizona Revised Statutes (A.R.S.) and *Arizona Administrative Code* (A.A.C.) are also included in this annual report.

Key Staff

Kevin Tyne: Deputy Secretary of State (A.R.S. § 41-122, Assistant Secretary of State), responsible for day-to-day office operations. His duties include but are not limited to: preparation of the office budget, is in charge of human resource issues, is the liaison between the media and the office, and handles all legislative duties, among other duties.

Bill Maaske: Chief Information Officer, responsible for the Secretary of State's computer network, including the Secretary of State Web site; phones and maintenance of office electronics.

Susan Myers: Financial Officer, responsible to support the Secretary of State with human resource duties. She maintains financial accounts, payroll, and procurement of office goods and services.

Administration FY '08 Statistics

Administration recorded, filed or prepared:

Certificates Issued	Number
Golden Rule Citizen certificates	114
The Secretary of State's office continued the "Golden Rule State" program to recognize Arizonan citizens "who live by the Golden Rule." As a Golden Rule State, Secretary Brewer established the Golden Rule program in FY '04 to recognize those who treat others the way they would like to be treated and who make a difference in Arizona. This program continued with certificates given to those who were considered to be worthy of "living the Golden Rule." Those interested to nominate someone log on to the secretary of state Web page at www.azsos.gov , click on the "Golden Rule" link, and fill out a nomination form. For those without Internet access, Arizonans are encouraged to use computers available at either the Secretary of State's office in Phoenix, 1700 W. Washington, the Tucson satellite office at 400 W. Congress, 2nd Floor, Room 252, or visit their local library.	
Eagle Scout certificates	48
Girl Scout Gold Award certificates	1
Camp Fire Wohelo certificates	none issued
Arizona State Flag certificate	95
United States Flag certificate	39
State Seal Usage	
Permission granted to use the state seal	34
Denied use the state seal under A.R.S. § 41-130	none denied
Request to cease using seal under potential violation of A.R.S. § 41-130	1

Actions of the Governor

Secretary of State's office has kept record and/or attested to the following actions:

- Acquisition – 3
- Agent's Appointments – 143
- Appointment Certificates – 812
- Approval of Applicable Elected Representative – 5
- Certificates – 167
- Certificate of Achievement – 6
- Certificate of Appreciation – 308
- Certificate of Approval – 1
 - Resolution No. 3927 - Calling a Special Election for the City of Casa Grande, Arizona
- Certificate of Free Sale – 168
- Certificate of Special Recognition – 406
- Certification of Appointment – 107
- Charter Amendments – 3
- Clemency
 - Clemency Denied – 36
 - Proclamation of Clemency – 7
- Commutation of Sentence – granted - 1
- Declaration of Emergency – 7
 - Nogales Wash Flooding 2007
 - 2007 Monsoon
 - Nogales Wash Flooding 2007 - Amendment #1
 - 2007 Monsoon - Amendment #1
 - Search and Rescue Contingency
 - Hazardous Materials Contingency
 - January 2008 Severe Precipitation

- Executive Agreement – 14
- Executive Orders – 36 FY '08, Executive orders can be viewed online at the Arizona State Library, Archives and Public Records website.
- Extraditions – 182
- Governor's Approval of Purchase – 1
- Land Patent – 15
- Loyalty Oath – 794
- Notice of Appointment – 646 (Note: Some notices of appointments contain loyalty oaths as part of the appointment)
- Official Correspondence – 1
- Proclamations – 380 (Note: The office keeps an attestation of duplicate proclamations filed, that is, proclamations that may have been filed due to governor office manifest typographical or other errors. Proclamations can be viewed online at the Public Services Division link, *Arizona Administrative Register*).
- Re-Extradition – 1
- Requisition – 139
- Settlement Amendment – 1

Water Rights, Amended and Restated Gila River Indian Community Water Rights Settlement Amendment No. 1

- Termination of State of Emergency – 3
 - Pima County Flash Flood Emergency
 - Brins Wildfire Emergency
 - AZ Pre-Suppression Wildfire Resources Emergency

Legislative Resolutions & Memorials Transmitted

Secretary Brewer's office prepares cover letters and transmits memorials and resolutions passed each legislative session. Transmittal letters are posted online at the Secretary of State's web page. They include:

48th Legislature, Second Regular Session (2008)

House Concurrent Memorials Transmitted – 3

HCM 2003 Urging the President and the Congress of the United States to use as Guiding Principles the Sovereignty of the United States and the Best Interests of United States Citizens on Matters Relating to the Adoption of Treaties and Agreements with Foreign Governments and Organizations of Foreign Governments,

not to Enter into Construction of a North American Free Trade Agreement Superhighway System or a Union with Mexico and Canada and to Reevaluate Existing Treaties and Agreements for Compliance with this Memorial.

HCM 2007 Urging the United States Congress to Enact Legislation to Provide Adequate School Facilities on Tribal Lands.

HCM 2009 Urging the Government of Turkey to Grant the Ecumenical Patriarch Appropriate International Recognition, Ecclesiastical Succession and the Right to Train Clergy of all Nationalities and to Respect the Property Rights and Human Rights of the Ecumenical Patriarchate.

House Concurrent Resolutions Transmitted – 1

HCR 2059 Proclaiming February 2008 as Go Red for Women Month in Arizona

House Joint Resolutions Transmitted – 1

HJR 2001 Urging the United States Congress to authorize the placement in Statuary Hall of a statue of Senator Barry Goldwater and authorizing the Arizona Historical Advisory Commission to organize and direct funding for creation of a statue of Senator Barry Goldwater for placement in Statuary Hall.

Senate Memorials Transmitted – 1

SM 1005 Urging the President and Congress of the United States to Endorse and Obtain Membership for Taiwan in the World Health Organization.

Senate Concurrent Memorials Transmitted – 1

SCM 1004 Urging the United States Congress to Authorize the United States Department of the Treasury to Intercept Federal Tax Refunds to Pay Overdue Victim Restitution and Other Financial Obligations Ordered by State and Local Criminal and Traffic Courts.

Senate Concurrent Resolutions Transmitted – 3

SCR 1044 Recognizing the Extraordinary Contributions of Highland High School Students in Advancing the Understanding of Our Military History.

SCR 1045 Commemorating the 60th Anniversary of the Proclamation of the State of Israel.

SCR 1046 Supporting the Designation of a “National Day of the Cowboy”

Senate Joint Resolutions Transmitted – 1

SJR 1001 Recognizing Portions of Certain State Roadways as the Route used by the Hashknife Pony Express in Honor of the Hashknife Posse’s 50th Annual Ride from Holbrook to Scottsdale.

BUSINESS FILINGS & NOTARY COMMISSIONS

The Business Services Division



Contact Information

General Phone: 602.542.6187
 Charities/Telemarketing: 602.542.6187
 Limited Partnerships: 602.542.6187
 Notary Public: 602.542.4758
 Trademark/Trade Names: 602.542.6187
 Uniform Commercial Codes: 602.542.6187
 Advance Directives: 602.542.6187

Fax: 602.542.7386
 e-mail: charities@azsos.gov
 e-mail: partnerships@azsos.gov
 e-mail: notary@azsos.gov
 e-mail: trades@azsos.gov
 e-mail: ucc@azsos.gov
 e-mail: advancedirectives@azsos.gov

Business Services Mailing Address:

Secretary of State's Office
 1700 W. Washington Street, 7th Floor
 Phoenix, AZ 85007

Walk-in filings - The Secretary of State's business filings are conducted at two locations:

Customer Service Center

14 N. 18th Ave., Phoenix, Arizona 85007

This location is conveniently located across the street from the Capitol executive tower in downtown Phoenix.

Secretary of State Satellite Office

400 W. Congress, 2nd Floor, Room 252, Tucson, Arizona 85701

This office is located in the governor's southern Arizona office complex in Tucson.

Mission Statement

To process public filings and maintain a database and record of all filed documents and to provide timely access to such records to the general public.

Description

The Business Services Division exists to centralize state-wide registration of trade names, trademarks, limited partnerships, limited liability partnerships, limited liability limited partnerships, charities, telephone solicitors, contracted fund-raisers, athlete agents, Advance Directives and to perfect Uniform Commercial Code (UCC) financing statements in an efficient and timely manner for the general public.

The Business Services Division also oversees the commissioning of notaries public for the state, issues apostilles and certificates, and certifies notarizations, rules, and law.

Key Staff

Gene Palma: Director, responsible for division operations, strategic planning, human resources and legislation.

Joann Cota: Assistant Director, responsible for the daily activities of division operations.

Arizona Revised Statute Duties

The Business Services Division, files, registers and/or produces:

Advance Directives, files, maintains a database [A.R.S. § 36-3291]

Apostilles and Certificates issued for documents going to a foreign country [A.R.S. Title 41, Ch. 2, Art. 2, 325-326]

Athlete Agents Registration [A.R.S. Title 15, Ch. 13, Art. 10, 1761-1776]

Charitable Organization (charities) Registration [A.R.S. Title 44, Ch. 19, Art. 1, 6551-6561]

City Charters [A.R.S. Title 9, Ch. 2, Art. 5, 283]

Contracted Fundraisers Registration [A.R.S. Title 44, Ch. 19, Art. 1, 6554]

Copyrighted Music Rights [A.R.S. Title 44, Ch. 24, Art. 1, 6901-6907]

Dance Studios Contracts [A.R.S. Title 44, Ch. 11, Art. 10, 1741-1750]

Health Spas [A.R.S. Title 44, Ch. 11, Art. 13, 1791-1796]

Intergovernmental Agreements (IGAs) [A.R.S. Title 11, Ch. 7, Art. 3, 951-954]

Notaries - complaints filed, actions on complaints [A.R.S. Title 41, Ch. 2, Art. 2, 331]

Notaries Public Commission [A.R.S. Title 41, Ch. 2, Art. 2, 311-332]

Out of State Landlord Agents for Service or "Jurisdiction and service of process" [A.R.S. Title 33, Ch. 10, Art. 1, 1309]

Partnerships Registration [A.R.S. Title 29, Ch. 1 through 5]

Public Meeting Notices [A.R.S. Title 38, Ch. 3, Art. 3.1, 431.02(A) (1)] Public notice of all meetings of public bodies shall be given as follows: The public bodies of the state shall file a statement with the secretary of state stating where all public notices of their meetings will be posted and shall give such additional public notice as is reasonable and practicable as to all meetings.

Professional Employer Organizations [A.R.S. Title 23, Ch. 3, Art. 4, 561-576]

Revocation of Certificate, Suspension, Re-issuance (reinstatement) of a suspended or revoked certificate - Board of Technical Registration [A.R.S. § 32-128(I) Title 32, Ch. 1, Art. 1, 101-150]

Telemarketers or telephone solicitors Registration [A.R.S. Title 44, Ch. 9, Art. 6, 1271-1281]

Trade Name Registration (business names) [A.R.S. Title 44, Ch. 10, Art. 3.1 1460-1460.05]

Trademarks Registration (logos) [A.R.S. Title 44, Ch. 10, Art. 3, 1441-1456]

Uniform Commercial Code (UCC) Registration i.e. financing statements [A.R.S. Title 47, Ch. 9]

Business Services FY '08 Statistics

The Business Services Division of the Secretary of State's office recorded, filed or prepared:

Type of TRANSACTION or FILING	Number
The Business Services Division has accepted the following number of initial and subsequent filings and annual reports in Fiscal Year 2008:	
Partnerships	
General Partnerships	5
Limited Partnerships	570
Limited Liability Partnerships	120
Limited Liability Limited Partnerships	171
Foreign Limited Partnerships	147
Foreign Limited Liability Partnerships	23
Foreign Limited Liability Limited Partnerships	4
The Business Services Division administers the following number of recorded Limited Partnerships:	
General Partnerships	29
Limited Partnerships	23,033
Foreign Limited Partnerships	3,084
Limited Liability Partnerships	2,174
Foreign Limited Liability Partnerships	7,335
Limited Liability Limited Partnerships	222
Foreign Limited Liability Limited Partnerships	42
Intergovernmental Agreements	
In Fiscal Year 2008, the Business Services Division filed:	
New Intergovernmental Agreements	979
Intergovernmental Agreements Amendments	558
Athlete Agent Registrations	
Athlete Agent Registrations	47
Out of State Landlord Agents for Service	
Filings	9
Advance Directives	
In Fiscal Year 2008, the Business Services Division filed:	
Registrations	3,083

The Business Services Division of the Secretary of State's office currently administers:

Type of TRANSACTION or FILING	Number
Trademarks	
Trademarks (currently administers)	14,666
The division filed the following documents related to trademark records	
Applications	1,127
Renewals	350
Amendments	64
Assignments	43
Cancellations	27
Corrections	140
Trade names	
Trade names (currently administers)	176,704
The division filed the following documents related to trade name records	
Applications	29,110
Renewals	7,638
Amendments	902
Assignments	1,593
Cancellations	765
Corrections	1,241
Uniform Commercial Code	
Uniform Commercial Code (currently administers)	284,257
Uniform Commercial Code transactions	51,576
Other Business Services Registrations	
Telephone Solicitors	53
Contracted fund raisers	12
Charities	673
The Business Services Division currently administers:	
Athlete Agent Registrations	83
Intergovernmental Agreements	3,901

Notary Filings and Related Duties	
Notary Commissions	20,571
Actions related to Notaries & Notarizations (Issued and affixed the Great Seal of Arizona)	
Certificates of Apostilles/Authentication for Notaries Public	28,385
Certificates of Notary Public Appointments	19,994
Certificates of Authentication	7,037
Notary Complaints	
Complaints filed	295
Complaints resolved	249
Number of Administrative Hearings SOS was a party to	6

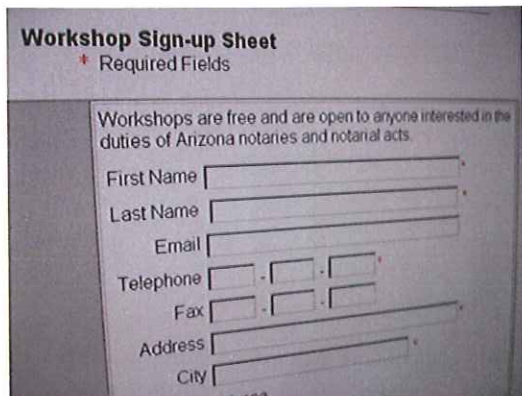
Number of Settlement Conferences SOS was a party to

40

Programs

Notary Workshops

The Business Services Division conducted state-wide Notary Workshops and handed out Notary Handbooks to Arizona notaries. Registration was made simple with online sign-up and certificates of attendance were given to the notary participants.



Workshop Sign-up Sheet
* Required Fields

Workshops are free and are open to anyone interested in the duties of Arizona notaries and notarial acts.

First Name

Last Name

Email

Telephone - -

Fax - -

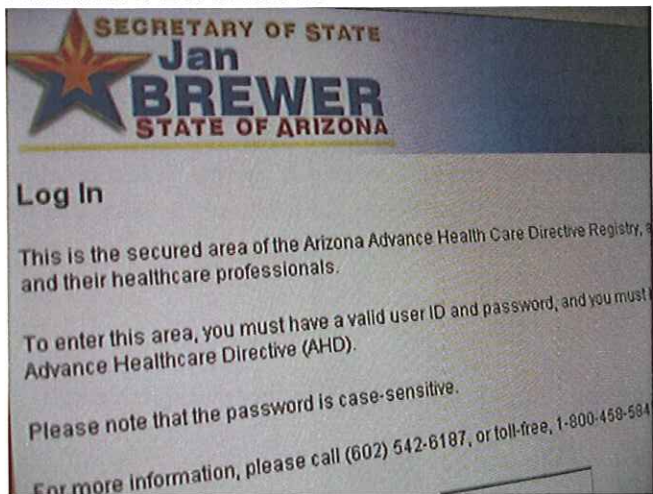
Address

City

Notary Workshops Conducted state-wide 66

Number of people attending workshops 3,343

Advance Directives



SECRETARY OF STATE
Jan BREWER
STATE OF ARIZONA

Log In

This is the secured area of the Arizona Advance Health Care Directive Registry, and their healthcare professionals.

To enter this area, you must have a valid user ID and password, and you must have an Advance Healthcare Directive (AHD).

Please note that the password is case-sensitive.

For more information, please call (602) 542-6187, or toll-free, 1-800-458-5841.

Total Advance Directives administered – 12,500

ELECTION SERVICES

The Election Services Division



Contact Information

Phone: 602.542.8683 Fax: 602.542.6172

e-mail: elections@azsos.gov

Voter Outreach/Fraud Hotline: 877-THE VOTE e-mail vote@azsos.gov

Mailing Address and all election-related filings:

Election Services Division
Secretary of State's Office
1700 W. Washington St., 7th Floor
Phoenix, AZ 85007

Mission Statement

The mission of the Election Services Division is to provide professional, courteous service in the administration of campaign finance and lobbyist laws; candidate and ballot filings; training and certification of county recorders and election officials; review and certification of election equipment used by the counties; logic and accuracy tests prior to each election on counties' vote counting devices; and retrieval of filings for the public upon request.

Description

The Election Services Division certifies state candidates, initiatives and referenda for the ballot; transmits and certifies the results of statewide elections; registers and accepts filings for lobbyists; accepts and files campaign finance reports; tests and certifies voting devices used by the counties; and trains and certifies county election officials among other filing duties.

Key Staff

Joseph Kanefield: Director, responsible for division operations; human resources; planning and operations.

Kris Waite: Assistant Director, responsible for daily division operations.

Arizona Revised Statutes Duties

Candidates/Public Officers

Candidates' Nomination Petition papers to run for office [A.R.S. § 16-312]

Judge/Justice filings for retention [AZ Const. Art. VI § 38]

Financial Disclosure Statements filed by Candidates for office [A.R.S. § 16-311]

Primary Election Certificates of Nomination [A.R.S. § 16-645]

General Election Candidate Certificates of Election [A.R.S. § 16-650]

Judge/Justice Certificates of Retention [A.R.S. § 16-650]

Annual Financial Disclosure Statements filed by Public Officers and Judges [A.R.S. § 38-542]

Initiative/Referendum

Initiative Petitions filed by the People [AZ Const. Art. IV Part 1]

Signatures filed for verification for Initiative Petitions filed by the People [A.R.S. § 19-121]

Logic & Accuracy (L&A) Tests

Primary Election L&A Testing [A.R.S. § 16-449]

General Election L&A Testing [A.R.S. § 16-449]

Publicity Pamphlet

Pamphlets Printed [A.R.S. § 19-123(A)]

Pamphlet distributed to households with registered voters [A.R.S. § 19-123(A) (B)]

Arguments submitted for/against propositions [A.R.S. § 19-124]

Ballot Proposition Education - Town Halls [A.R.S. § 19-123(D)]

Principal/Public Bodies/Lobbyist

PRINCIPAL

Initial registrations filed [A.R.S. § 41-1232]

Amendments to registration filed [A.R.S. § 41-1232]

Terminations to Principal Registration filed [A.R.S. § 41-1232]

Annual Reports filed [A.R.S. § 41-1232.02]

Delinquent Annual Reports turned over to the Attorney General's Office [A.R.S. § 41-1237]

PUBLIC BODY

Initial registrations filed [A.R.S. § 41-1232.01]

Amendments to registration filed [A.R.S. § 41-1232.01]

Terminations to Public Body Registration filed [A.R.S. § 41-1232.01]

Annual Reports filed [A.R.S. § 41-1232.03]

Delinquent Annual Reports turned over to the Attorney General's Office [A.R.S. § 41-1237]

LOBBYIST

Lobbyist registrations filed [A.R.S. § 41-1232.05]

Quarterly Expenditure Reports filed

Principal Lobbyist [A.R.S. § 41-1232.02(B)]

Public Body Lobbyist [A.R.S. § 41-1232.03(B)]

Delinquent Quarterly Reports turned over to the Attorney General's Office [A.R.S. § 41-1237]

Campaign Finance/Clean Elections

CAMPAIGN FINANCE

Statements of Organization [A.R.S. § 16-902.01]

Campaign Finance Reports [A.R.S. § 16-913]

CLEAN ELECTIONS

Applications for Certification as a Participating Candidate [A.R.S. § 16-947]

Qualifying Contribution Slips [A.R.S. § 16-950]

Election Services FY '08 Statistics

The Election Services Division of the Secretary of State's office accepted the following documents for filing or handled the following matters in Fiscal Year 2008:

Candidates/Public Officers

Candidates' Nomination Petition papers to run for office	247
Judge/Justice filings for retention	0
Financial Disclosure Statements filed by Candidates for office	208
Primary Election Certificates of Nomination	0
General Election Candidate Certificates of Election	0
Judge/Justice Certificates of Retention	0
Annual Financial Disclosure Statements filed by Public Officers and Judges	443

Logic and Accuracy Testing



Two different tests are conducted on election equipment by the Secretary of State's Office in the State of Arizona. The first round of testing is on accessible voting machines and the second is on optical scan machines. These tests are completed by Secretary of State staff, usually three counties a day.



(Left) Election Services Division Director Joseph Kanefield explains how to visually determine if an accessible voting machine has "zero" or no votes to party representatives prior to casting test ballots on January 8, 2008, in Yuma County.



(Upper right) Assistant to the Election Director, Melissa Dus, and (lower left) HAVA Project Coordinator Craig Stender, and Assistant Director, Kris Waite, test equipment in Apache County. The testing of equipment is done by casting ballots that were prepared by the Secretary of State's Office.

Once the test ballots are cast, a sealed envelope with predetermined results from the Secretary of State's Office are opened and compared to the county's tabulations. (Below) Director Kanefield reviews the results line for line with party representatives in Santa Cruz County on January 23, 2008.



Photos by S. Cancelosi.

PRESIDENTIAL PREFERENCE ELECTION L&A TESTING

January 3, 2008 – January 14, 2008

January 23, 2008 – January 28, 2008

Pre-Determined Test Ballots Cast	6,336
Pre-Determined Test Votes Cast	6,336
Precincts	222
Counties Participated in L&A Testing	15
Percentage of ballot or result errors	0%

Principal/Public Bodies/Lobbyist

PRINCIPAL

▪ Initial registrations filed	1,081
▪ Registration reminder notices mailed	982
▪ Amendments to registration filed	261
▪ Terminations to Principal Registration filed	125
▪ Annual Reports filed	1,051
▪ Annual Report Reminder Notices/Failure to File Letters mailed	352
▪ Delinquent Annual Reports turned over to the Attorney General's Office	0

PUBLIC BODY

▪ Initial registrations filed	253
▪ Registration reminder notices mailed	231
▪ Amendments to registration filed	112
▪ Terminations to Public Body Registration filed	16
▪ Annual Reports filed	251
▪ Annual Report Reminder Notices/Failure to File Letters mailed	135
▪ Delinquent Annual Reports turned over to the Attorney General's Office	0

LOBBYIST

▪ Lobbyist registrations filed	703
▪ Registration reminder notices mailed	681
▪ Registration Failure to File letters mailed	260
▪ Quarterly Expenditure Reports filed	3,292
▪ Quarterly Expenditure Report Reminder Notices mailed	2,253
▪ Quarterly Expenditure Report Failure to File letters mailed	336
▪ Delinquent Quarterly Reports turned over to the Attorney General's Office	0

Campaign Finance

Statements of Organization

▪ Candidates Committees	198
▪ Non-Candidate Committees	72
▪ Amendments	278

Campaign Finance Reports

▪ Amendments	761
▪ Total Campaign Finance Reports Filed	2,776
Filed via Internet	2,776
Filed via Diskette	0
▪ Candidate Campaign Finance Reports	985
▪ Non-Candidate Political Committee Finance Reports	1,650

Clean Elections

▪ Applications for Certification As A Participating Candidate	159
▪ Qualifying Contribution Slips	18,412
▪ Candidates Qualified as Clean Election "Participating" Candidates	67

Programs

Voter Outreach

The continued success of our voter outreach program in FY 2008 increased awareness to those eligible to vote but not yet registered. The Secretary of State's office conducted many voter registration drives and voter education awareness campaigns and events throughout this state. The office held voter registration and voter education drives at several assisted living facilities and retirement communities. The National Spina Bifida Association of America as well as the Americans with Disabilities invited the Secretary of State's office to attend their national conferences to demonstrate Arizona's voting accessibility for disabled voters. Military organizations such as the Army base at Fort Huachuca, Luke Air Force Base, and the Navy's Operation Support Center hosted conferences, meetings, and voter registration drives. These meetings focused on proper use of the Federal Post Card Application and the Federal Write In Absentee Ballot prior to military deployments, for military families and eligible civilians.

This office continues to work with many minority groups such as the Latino Institute, Native American organizations, and the Burton Barr Public Library Assistant Youth Services for the Naturalization Ceremony. This fiscal year we have had numerous requests from religious organizations to conduct voter outreach events. Youth oriented organizations such as the Head Start programs' N. E. X. T. Step, Road Star Resource Center, Fresh Start Recourse Center, Arizona Students' Association, Kids Voting, the National Student/Parent Mock Election, World Wrestling Entertainment and other organizations have requested the Secretary of State's involvement in registration events. The ongoing "Happy 18th" birthday card program which includes a voter registration form upon turning 18 continues to receive positive feedback and several states have asked for guidance when developing similar programs.

Statewide Voter Registration System (VRIZ)

The centralized statewide voter registration system compares voter registration records with other data sources to ensure the accuracy, integrity and uniqueness of the voter registration list in Arizona. The VRIZ system compares voter registration records with the Motor Vehicle Division (identity and citizenship), courts (felony and incapacitated cases), Department of Health Services (death records) and other counties records (duplicates). The new centralized statewide voter registration system also facilitates common processes among counties.

VRIZ-I was the first iteration of the statewide voter registration system and it was implemented on January 1, 2004. The first phase of VRIZ-II was implemented in FY2007 and enhanced in FY2008.

VRIZ-II will be fully implemented in FY2009 when all counties use the HAVA Exception Interface (HEI) and the enhancements to integrate EZ Voter fully into the statewide voter registration system. In FY2009, VoterView will be completed and allow voters to check their registration status, polling location, and the status of their provisional ballot online during the 2008 elections.

Accessible Voting Devices



During the Feb 5, 2008, Presidential Preference election disabled voters were given the opportunity to vote in private and without assistance. One of the hallmarks of voting is the secret and private nature of the ballot that allows a person to make the choices that is that person's own. However, many people with disabilities have not been able to enjoy the privilege to vote privately. People who are not physically able to hold or maneuver a pen, pencil, or a hole punch to vote or who cannot see the actual ballot have had to verbalize their vote to an attendant, poll worker, or family member. Accessible voting devices are available throughout the state that enables voters with disabilities to vote without assistance.

Language and Physical Accessibility



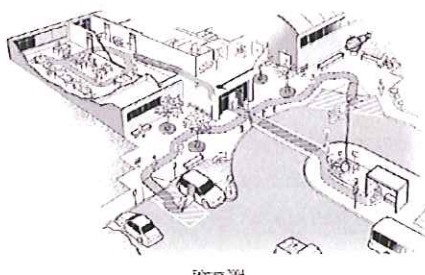
In June of 2008, Arizona was awarded a grant in the amount of \$215,708 from the Department of Health and Human Services (HHS) to improve voting access for individuals with disabilities. This funding is utilized by the counties to improve accessibility at their polling places. Examples include ballot alert call systems, portable ramps, and polling place accessibility survey tools. The monies received in Fiscal Year 2008 brought the total amount of HHS grant monies received by the Secretary of State over five years to approximately \$1,000,000.

U.S. Department of Justice
Civil Rights Division
Disability Rights Section



Americans with Disabilities Act

ADA Checklist for Polling Places



The Secretary of State examines the entire election process, from voter registration to casting the ballot, as a potential language accessibility issue to the voter and takes a number of steps to ensure voting accessibility for all eligible voters. Arizona provides voter registration forms, the publicity pamphlet, ballots, and other election related materials in Spanish and English as required by the Voting Rights Act of 1965. Verbal translations of the publicity pamphlet and the federal and state ballot information are recorded in Navajo. These translations are disseminated to the counties where the majority of Navajo voters reside. On election day, Spanish and various Native American language translators are available at numerous polling places throughout the state.

Military and Overseas Voters

In May of 2004, the office implemented a new military and overseas program that allowed military personnel or citizens stationed overseas to conveniently take care of their voting needs. Since the start of the program many have taken advantage of the special Web site at www.azsos.gov/election/military.htm that offers useful information. In FY 2008, the site accommodated 525 military and overseas voters with voter registration, early ballot requests, and election related information.

The Internet system allows for military and overseas citizens to register to vote and submit their requests for early ballots online or by facsimile. Voters located in 74 different nations such as Afghanistan, Argentina, New Zealand, Iraq, Kuwait, Nairobi, Nepal and South Korea have taken advantage of the Secretary of State's new Military and Overseas program since it began. The system also provides for ballots and voter registration materials to be provided via electronic transmission to the voter and for return of the voted ballot. Security procedures are addressed in the state's election procedures manual by making sure that ballots are printed on a secured printer and sealed.

In 2005, Secretary Brewer successfully promoted legislation to improve the voting process for military and overseas voters. New laws passed enable a person who was an overseas voter and was discharged or separated from service 90 days prior to an election day to register and vote if the registration is received by 5:00 p.m. on the Friday before an election. Another provision allows the Federal Write-In Absentee Ballot (FWAB) to be used as a voter registration form for eligible voters under the Uniformed Overseas Citizens Absentee Voter Act (UOCAVA), if the voter is eligible to register and vote in the state, the voter provides proof of citizenship, and the County Recorder receives the FWAB by 7:00 p.m. on Election Day. This legislation also allows a U.S. citizen, who has never resided in the U.S. and whose parent is qualified to vote in Arizona, to register to vote. These new laws were successfully implemented for the first time during the 2006 General Election.

EZ Voter

Registrations Processed through EZ Voter in FY 2008

208,890

The EZ Voter program is an e-Government application that allows citizens of Arizona to completely register to vote over the Internet in either English or Spanish. A citizen can use EZ Voter to initially register to vote or to modify their voter registration. EZ Voter was the first true online voter registration system in the country. EZ Voter utilizes the Motor Vehicle Division's digital signature to complete a voter registration, allowing the citizen of Arizona to register from home, office, library or anywhere there is Internet access.

In October of 2005, the Secretary of State's office partnered with the Arizona Motor Vehicle Division (MVD) to integrate the driver license application and voter registration into one form. The Secretary of State's office and the MVD submitted the proposal to the U.S. Department of Justice for preclearance. The project was precleared and implemented in FY 2006. While customers could always obtain a voter registration form at an MVD office, the program gave them the ability to register to vote automatically if they checked a box on the driver license application stating they wish to register to vote. In FY 2008, more than 60 percent of all Arizona voter registrations are completed electronically through the EZ Voter program, making it the most popular method for citizens to register to vote.

Until recently, Arizona was the only state that had a true online voter registration system. In 2006, the State of Washington announced the implementation of its online voter registration system that is based on Arizona's EZ Voter system, and several other states are considering similar systems. It is anticipated that up to 70% of all voter registration transactions in Arizona (including new registrations and changes to existing registrations) will occur using the EZ Voter system in FY 2009.

Proposed Polling Place Wait Time Procedure

The Arizona Legislature passed a law in 2006 amending A.R.S. §16-411(I) to require the Secretary of State to establish a maximum allowable wait time at the polls. Secretary Brewer appointed a wait time study committee consisting of several county election officials and a member of the Attorney General's office to propose a wait time and establish procedures for reducing lines at the polls. The committee considered a number of factors that may effect wait times at polling places such as projected voter turnout, number of active registered voters in each precinct, sufficient poll worker staffing, voter education, and optimal polling place layouts. After careful consideration, the committee suggested possible methods to streamline the process and reduce voter wait times at the polling place. On June 12, 2007, the committee submitted its final recommendation and proposed a maximum allowable wait time of one hour for any election subject to A.R.S. § 16-204. Wait time is defined as the duration of time from when the voter arrives in line until the time the voter is greeted by the first poll worker. The new procedure was adopted as part of the October 2007 version of the Secretary of State Procedures Manual.

Hand Count & Early Ballot Audits

The Arizona Legislature passed a bill in the 2006 session requiring precinct hand counts and early ballot audits. The purpose of the precinct hand count and early ballot audit is to compare the results of the machine count to the hand count to assure that the machines are working properly and accurately counting the votes. The Arizona Secretary of State, in accordance with the new law, appointed a seven person vote count verification committee to establish designated vote count margins. The margins selected are used to review hand counting of votes and to set the acceptable variance rate between the machine and hand counts. Members of the committee had to have expertise in at least two or more of the areas of advanced mathematics, statistics, random selection methods, systems operations, or voting systems. The seven members selected included staff from Arizona State University, University of Arizona, private firms, along with county and state election departments.

The hand count and early ballot audits were performed successfully in many counties during FY 2008 for the Presidential Preference Election. Hand Count Results for the 2008 Presidential Preference Election can be found online at <http://www.azsos.gov/election/2008/PPE/HandCountResults.htm>. Copies of the county responses are also on file with the office.

Poll Worker Campaign

The Secretary of State's office started the development and implementation of a Poll Worker Recruitment and Training Program in FY2008 for implementation prior to the 2008 Primary and General Elections.

Recruiting and training poll workers in Arizona is an ongoing challenge. The county election officials have reported the difficulty they experienced staffing the polling locations during the last major elections. With the introduction of new voting systems and new laws, election officials need poll workers with different skills. Many jurisdictions require bilingual poll workers and/or poll workers who are comfortable with new technology. As closely contested elections become more common, election officials also need poll workers who can implement increased documentation and security procedures. In addition, Arizona is growing and the number of poll workers needed to conduct elections is increasing.

The program will utilize television, radio, print along with other means to educate registered voters on the need of poll workers. The campaign will include a corporate challenge component to get Arizona companies to participate in this effort. The final part of the program is to distribute HAVA funds to the counties for poll worker education efforts.

The goal of the program is to increase the number of available poll workers in all counties in Arizona.



Election Officer Education, Training and Certification Programs

Initial Class

Pursuant to A.R.S. § 16-407(D), the Election Officer Education, Training and Certification Program was conducted by means of two 32-hour initial certification classes held in Phoenix – one the week of June 18-22, 2007, and the other the week of July 9-13,

2007. Both classes were well attended. During the week each participant was required to spend four hours using a wheelchair in order to reinforce the training received in the disability awareness segment of each session. At the end of each week participants were required to pass a comprehensive final exam. The exam contained 80 multiple choice, true false and fill in the blank questions. The exam also included a short answer section worth five points.

Election Officer Certification and Training Program

Certificates of Attendance were also presented to attendees.

Those certified to perform official election duties for the 2008 elections attended the classes. Other election officials receiving certification included staff members of county election departments, recorders' offices, board of supervisor's offices, county attorney's offices, county school superintendent offices, data processing departments, deputy city clerks, staff attorneys from Legislative Council and the House and Senate, members of the Secretary of State's office as well as election officials from several American Indian tribes officials.

Election Officer Certification and Certificate of Attendance

Election Officer Certification Program, diplomas to Arizona election officials	318
County Recorders who completed the Program	14
Chief Deputy County Recorders who completed the Program	9
County Election Directors who completed the Program	15
Clerks of the Board of Supervisors (Two of these clerks also serve as election directors in their counties)	7
County Attorneys who completed the Program	2
City/Town Clerks who completed the Program	16
Certificates of Attendance	29

Recertification Class

Election Officer Re-Certification and Training Program

Recertification Education Training was conducted at a ten-hour re-certification class that was required for those individuals who were previously certified in 2005. Recertification classes were held in four counties, for those individuals who were previously certified in 2005, by attending a ten-hour re-certification class. These sessions, held between August 22, 2007, and September

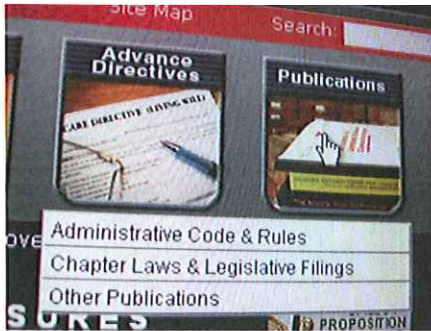
28, 2007, were well attended and the feedback from the election officials was positive.

These mandatory classes covered the following curriculum:

- Update on new laws including statutes, court cases, Constitutional amendments & Attorney General opinions
 - ADA Training, Compliance, Awareness & Accessibility
 - Voting Equipment, Standards, Certification, Security, Logic and Accuracy Testing
 - Voter Registration, VRAZ-II, Proof of Citizenship, New Registration Form
 - Reporting Voter Registration Statistics
 - Polling Place Procedures, ID at the Polls, Provisional Ballots, Wait Times
 - Poll Worker Training
 - Hand Counts and Audits
 - Canvassing a statewide election
 - Presidential Preference Election
 - Electoral College
-
-

PUBLICATIONS, LEGISLATIVE & RULE FILINGS

The Public Services Division



Contact Information

Administrative Rules

Phone: 602.542.4751 Fax: 602.542.4366

Publications and Chaptered Bills

Phone: 602.542.4086 Fax: 602.542.7386

e-mail: pubs@azsos.gov

Mailing Address and all rules-related filings:

Public Services Division
Arizona Secretary of State
1700 W. Washington St., 7th Floor
Phoenix, AZ 85004

To purchase or pick-up office publications (walk-ins):

Customer Service Center

14 N. 18th Ave.

Phoenix, Arizona

This location is conveniently located across the street from the executive tower in downtown Phoenix.

Mission Statement

To provide public information, process publication requests, file agency rules, publish the *Arizona Administrative Code* and the *Arizona Administrative Register*, chapter and print legislative bills, and publish statutorily mandated and other informational publications and documents while serving the public efficiently and professionally.

Description

The Public Services Division files and publishes the rules of the state's agencies in quarterly supplements to the Arizona Administrative Code and in the weekly Arizona Administrative Register. A.R.S. § 41-1001(17) states: "Rule" means an agency statement of general applicability that implements, interprets or prescribes law or policy, or describes the procedure or practice requirements of an agency. Rule includes prescribing fees or the amendment or repeal of a prior rule but does not include intra-agency memoranda that are not delegation agreements. Subscriptions to the Code and Register are maintained.

The Division assigns chapter numbers and reproduces for public distribution chapter (slip) laws as passed by the Legislature and signed by the governor and maintains subscriptions to chapter laws.

The Division prepares and prints most of the publications for the Secretary of State's office including: the state and U.S. constitution; the residential landlord and tenant act; the Arizona Blue Book; and numerous other documents, pamphlets, and booklets for each division.

The Division maintains both paper and electronic (online) versions of publications. Both the paper and electronic publications are produced in-house saving taxpayer dollars.

The Public Services Division supports the other SOS divisions in preparation and printing (paper and electronic) of publications, office documents and public records, and special projects. The Division processes the mail for the Secretary of State's office.

Key Staff

Scott Cancelosi: Director, responsible for division operations and human resources; and the planning and implementation of division improvements, including records retention management. He is also responsible for secretary of state special projects, supporting other division goals and mission statements with graphic design, photography, releasing press and media announcements and Web site support.

Arizona Revised Statutes Duties

Legislative bills, slip laws – files, chapters and prints original engrossed bills passed by the Legislature. A.R.S. § 41-121(7) “Publish slip laws of each act of the legislature promptly upon passage and approval of such act, make such acts available to interested persons for a reasonable fee to compensate for the cost of printing and provide each house of the legislature and the legislative council with a certified copy of each bill or resolution, showing the chapter or resolution number of each, as each is filed in the Secretary of State's office.”

Memorials & Resolutions, passed by the Legislature – files and prints [A.R.S. § 41-121(7)] see above.

Governor Veto Letters – files and prints

Transmits Memorials and/or Resolutions [A.R.S. § 41-121(1)] – “receive bills and resolutions from the Legislature, and perform such other duties as devolve upon the Secretary of State by resolution of the two houses or either of them”.

General Filings

Prints in the Arizona Administrative Register and Semi-Annual Index:

- Attorney General Opinions [A.R.S. § 41-1013(B) (4)], publishes a summary in the *Administrative Register*.
- County Rule Notices, files and prints [A.R.S. § 49-112].
- Final Delegation Agreements [A.R.S. § 41-1081 et seq.] A.R.S. § 41-1001(6) definition of a delegation agreement – “Delegation agreement” means an agreement between an agency and a political subdivision that authorizes the political subdivision to exercise functions, powers or duties conferred on the delegating agency by a provision of law. Delegation agreement does not include intergovernmental agreements entered into pursuant to Title 11, Chapter 7, Article 3.”
- Guidance Documents (Agency), files and prints [A.R.S. § 41-1013(B)(14)].
- Governor's executive orders of general applicability, publishes in the *Administrative Register* [A.R.S. § 41-1013(B)(2)].
- Governor's appointments of public officials and members of the state's boards and commissions. [A.R.S. § 41-1013(B)(5)].
- Governor's statement of reasons for granting a commutation, pardon, reprieve, stay or suspension of execution, files and publishes [A.R.S. § 41-1013(B)(3)].
- Notices of oral proceedings, public workshops or other meetings on an open rulemaking docket [A.R.S. § 41-1013(B)(15)].

- Ombudsmen (Agency), ie. agency liaison, A.R.S. requirement is to print in the *Administrative Register* [A.R.S. § 41-1006].
- Proclamations of general applicability - files, proclamations and publishes in the Administrative Register [A.R.S. § 41-1013(B)(3)].
- Proposed Delegation Agreements, files and publishes [A.R.S. § 41-1081(B)].
- Substantive Policy Statements [A.R.S. § 41-1013(B)(14)].

Rule Related Filings

Files and prints in the Arizona Administrative Register, and/or the Arizona Administrative Code. Refer to statute for more information.

- Docket Openings, state agencies, boards and commissions [A.R.S. § 41-1013(B)(7)].
- Emergency Rules, state agencies, boards and commissions [A.R.S. § 41-1013(B)(10)].
- Exempt Rules, state agencies, boards and commissions [A.R.S. § 41-1013(B)(13)]. The Administrative Procedure Act requires the Register publication of the rules adopted by the state's agencies under an exemption from all or part of the Administrative Procedure Act. Some of these rules are exempted by A.R.S. §§ 41-1005 or 41-1057; rules may exempt by other statutes or court decisions.
- Expired Rules, Notice of [A.R.S. § 41-1056(E)].
- Final Rules, state agencies, boards and commissions [A.R.S. § 41-1013(B)(9)]. The Administrative Procedure Act requires the publication of the final rules of the state's agencies. Final rules are those that have appeared in the Register first as proposed rules and have been through the formal rulemaking process including approval by the Governor's Regulatory Review Council or the attorney general. The secretary of state shall publish the notice along with the preamble and the full text in the next available issue of the Register after the final rules have been submitted for filing and publication.
- Final Summary Rulemaking [A.R.S. § 41-1027]
- Formal Rulemaking Advisory Committee [A.R.S. § 41-1021(C) and (D)]
- Governor's Regulatory Review Council (G.R.R.C.) Summaries of Action Taken [A.R.S. § 41-1013(B)(12)].
- G.R.R.C. Agenda
- Proposed Rules, state agencies, boards and commissions [A.R.S. § 41-1013(B)(8)].
- Proposed Summary Rules [A.R.S. § 41-1027]
- Public Information, Notice of - Notices of Public Information contain corrections that agencies wish to make to their notices of rulemaking; miscellaneous rulemaking information that does not fit into any other category of notice; and other types of information required by statute to be published in the Register.
- Recodification of Rules, state agencies, boards and commissions. When the Secretary of State's office finds it necessary to recodify a chapter in order to maintain the integrity of the codification system or whenever an agency requests, in writing, that the office recodify an entire chapter or portion of a chapter, the office will publish a Notice of Recodification in the Register and make the change in the Arizona Administrative Code.

- Supplemental Proposed Rules [A.R.S. § 41-1013(B)(11)].
- Terminated Rules, state agencies, boards and commissions.
- Incorporated by reference material - maintains and incorporated by reference library of items filed with rules through 2003.

Publishes, prints and/or posts on the Secretary of State Web site.

- Annual Report, posts and prints upon request [A.R.S. § 41-4153]
- Arizona Administrative Register, publishes in paper and electronically to Web site [A.R.S. §§ 41-1011 and 41-1013].
- Arizona Administrative Code, publishes in paper and electronically to Web site [A.R.S. §§ 41-1011 and 41-1012].
- Arizona Rulemaking Manual publishes in paper and electronically to the Web site.
- Arizona Blue Book, publishes [A.R.S. § 41-131].
- Residential Landlord and Tenant Act, publishes and posts [A.R.S. § 33-1322].
- Mobile Home Parks Landlord and Tenant Act "Make available to the public, without charge, Title 33, Chapter 11 on the secretary of state's Web site" [A.R.S. § 41-121(12)].

Public Services FY '08 Statistics

The division receives a number of filings that are published in the *Arizona Administrative Register*.

County Notices published under A.R.S. § 49-112

When authorized by law, a county may adopt a rule, ordinance or other regulation that is more stringent than or in addition to a provision of this title or rule adopted by the director or any board or commission authorized to adopt rules pursuant to this title (Arizona Revised Statutes, Title 49, The Environment).

Total Notices Filed = 34

Maricopa = 22

Pima = 5

Pinal = 7

Governor's Executive Orders

This fiscal year there were 36 Governor's Executive Orders published in the Arizona Administrative Register. This was a 50 percent increase of Governor's Executive Orders published from the previous fiscal year.

Published under A.R.S. § 41-1013(B)(2). The *Register* shall contain... each governor's proclamation of general applicability. Executive Orders can also be viewed online at the Law and Research Library <http://www.lib.az.us/is/state/eo/index.cfm>

Executive Order 2007-15

Re-establishing the Statewide Independent Living Council, Volume 13, Issue 32, August 10, 2007

Executive Order 2007-16

Establishing the Arizona Uniform State Laws Commission, Volume 13, Issue 33, August 17, 2007

Executive Order 2007-17

Restoring Arizona's Forests, Volume 13, Issue 33, August 17, 2007

Executive Order 2007-18

State Land Department Forestry Division, Volume 13, Issue 33, August 17, 2007

Executive Order 2007-19

Establishing the Arizona Commission on African-American Affairs, Volume 13, Issue 33, August 17, 2007

Executive Order 2007-20

The Governor's Commission on Service and Volunteerism, Volume 13, Issue 34, August 24, 2007

Executive Order 2007-21

Contracting With Small, Women- and Minority-Owned Businesses, Volume 13, Issue 36, September 7, 2007

Executive Order 2007-22

Establishing the Arizona Department of Juvenile Corrections Advisory Board, Volume 13, Issue 40, October 5, 2007

Executive Order 2007-23

Designation of the National Incident Management System (NIMS) as the Basis for all Incident Management in Arizona, Volume 13, Issue 42, October 19, 2007

Executive Order 2007-24

Honoring Arizona's Veterans of the Conflicts in Southwest Asia, Volume 13, Issue 45, November 9, 2007

Executive Order 2007-25

Establishing the Arizona State Citizen Corps Council, Volume 13, Issue 47, November 23, 2007

Executive Order 2007-26

Continuance of the Arizona Juvenile Justice Commission, Volume 13, Issue 47, November 23, 2007

Executive Order 2007-27

Designation of Phoenix/Goodyear Airport as a Military Reuse Zone Volume 13, Issue 52, December 28, 2007

Executive Order 2008-01

Enhanced Availability of Substance Abuse Treatment Services for Families Involved with Child Protective Services, Volume 14, Issue 5, February 1, 2008

Executive Order 2008-02

Statewide Transportation Plan, Volume 14, Issue 5, February 1, 2008

Executive Order 2008-03

Development of a 21st Century Health Care Workforce Plan for Arizona, Volume 14, Issue 5, February 1, 2008

Executive Order 2008-04

Sunsetting Various Boards and Commissions, Volume 14, Issue 5, February 1, 2008

Executive Order 2008-05

Consolidating Arizona's Smart Growth Activities, Volume 14, Issue 5, February 1, 2008

Executive Order 2008-06

Combating the Use of "Drop Houses" to Facilitate Human Smuggling, Volume 14, Issue 5, February 1, 2008

Executive Order 2008-07

Reducing the Escalation of Health Care Costs for Arizonans, Volume 14, Issue 5, February 1, 2008

Executive Order 2008-08

Governor's CANAMEX Task Force, Volume 14, Issue 5, February 1, 2008

Executive Order 2008-09

Continuing the Governor's Commission to Prevent Violence Against Women, Volume 14, Issue 5, February 1, 2008

Executive Order 2008-10

Mitigating Cyber Security Threats, Volume 14, Issue 5, February 1, 2008

Executive Order 2008-11

Establishing a Meet and Confer Process in the Department of Corrections, Volume 14, Issue 7, February 15, 2008

Executive Order 2008-12

Continuing the Governor's Commission to Prevent Violence Against Women, Volume 14, Issue 9, February 29, 2008

Executive Order 2008-13

Establishing a Meet and Confer Process in the Department of Corrections, Volume 14, Issue 9, February 29, 2008

Executive Order 2008-14

Executive Order Establishing Governor's P-20 Council of Arizona, Volume 14, Issue 11, March 14, 2008

Executive Order 2008-15

Establishing the Arizona Centennial Commission, Volume 14, Issue 11, March 14, 2008

Executive Order 2008-16

Governor's Council on Small Business, Volume 14, Issue 15, April 11, 2008

Executive Order 2008-17

The Governor's Council on Workforce Policy, Volume 14, Issue 16, April 18, 2008

Executive Order 2008-18

Continuing the Governor's Commission on the Health Status of Women and Families in Arizona as the Governor's Commission on Women's and Children's Health, Volume 14, Issue 178, May 2, 2008

Executive Order 2008-19

April Designated as Water Awareness Month, Volume 14, Issue 178, May 2, 2008

Executive Order 2008-20

To Spend Money from the Health Crisis Fund on Measles Outbreak, Volume 14, Issue 21, May 23, 2008

Executive Order 2008-21

Patient Safety and e-Prescribing Initiative, Volume 14, Issue 21, May 23, 2008

Executive Order 2008-22

State Felony and Fugitive Detail, Volume 14, Issue 22, May 30, 2008

Executive Order 2008-23

To Spend Money from the Health Crisis Fund on Measles Outbreak Control, Volume 14, Issue 24, June 13, 2008

Governor's Regulatory Review Council (GRRC)

The Governor's Regulatory Review Council was created by Executive Order in May 1981. The Council reviews most rules to ensure that they are necessary and to avoid duplication and adverse impact on the public.

GRRC Deadlines

Total published = 1

GRRC Agenda and Summary on Council Action

Total published = 15

Five-Year-Review Report Due Dates

Total published = 1

Notice of Agency Guidance Document

Guidance documents are written expressions that inform the general public of an agency's current approach to rule or regulation practice.

Arizona Electronic Recording Commission

Total published = 1

Department of Agriculture

Total published = 1

Department of Revenue

Total published = 3

Total Agency Guidance Documents filed = 5

Notice of Agency Ombudsmen

The Administrative Procedure Act requires the publication of agency ombudsman. Agencies that employ more than 100 people shall publish annually in the *Register* the name or names of those employees who are designated by the agency to assist members of the public or regulated community in seeking information or assistance from the agency (A.R.S. § 41-1006).

Agencies filing this notice include:

Arizona Health Care Cost Containment System

Department of Agriculture

Game and Fish Department

Total Notices of Agency Ombudsmen filed = 3

Notices of Public Hearings

Two types of Notices of Public Hearings can be filed. They are: Notices of Public Meeting on Open Rulemaking Docket and Notices of Public Hearing on Proposed Rulemakings. Editor's Note: Public meetings are often published in the preamble of Proposed Rulemaking filings, thus Notices of Public Hearings filed do not reflect the total number of agency public meetings for a fiscal year.

Total public hearing notices filed = 1

Notice of Substantive Policy Statements

Substantive policy statements are written expressions that inform the general public of an agency's current approach to rule or regulation practice. Substantive policy statements are advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act.

Total notices filed = 56

Notice of Proposed Delegation Agreement

A delegation agreement is an agreement between an agency and a political subdivision that authorizes the political subdivision to exercise functions, powers, or duties conferred on the delegating agency by a provision of law. The Administrative Procedure Act requires the publication of notices of proposed delegation agreements in the *Register*. Delegation agreements are not intergovernmental agreements pursuant to A.R.S. Title 11, Chapter 7, Article 3. For at least 30 days after publication of the Notice of Proposed Delegation Agreement in the *Register*, the agency shall provide persons the opportunity to submit in writing statements, arguments, data, and views on the proposed delegation agreement and shall provide an opportunity for a public hearing if there is sufficient interest.

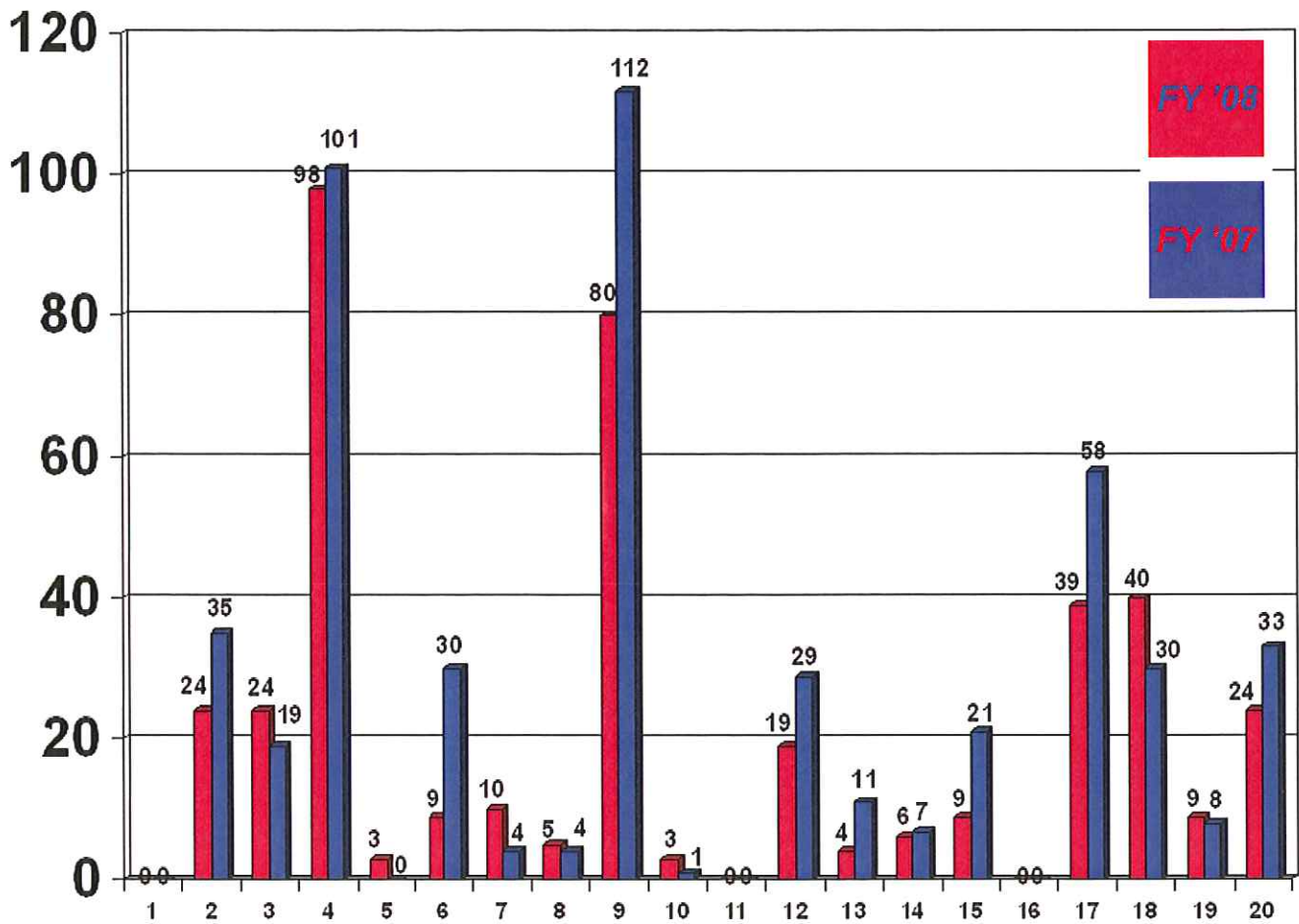
The delegating agency shall follow the procedures for delegation agreements specified in A.R.S. Title 41, Chapter 6, Article 8.

Total agreements filed = 4

Notice of Public Information

Notices of Public Information contain corrections that agencies wish to make to their notices of rulemaking; miscellaneous rulemaking information that does not fit into any other category of notice; and other types of information required by statute to be published in the *Register*. Total Filed = 12

Rules Filed



Total Filed = 406 (FY 2008)

This comparison chart shows the total number of filings by *Arizona Administrative Code* title (categories).

Title categories are:

- Title 1. Rules and the Rulemaking Process
- Title 2. Administration
- Title 3. Agriculture
- Title 4. Professions and Occupations
- Title 5. Corrections
- Title 6. Economic Security
- Title 7. Education
- Title 8. Emergency and Military Affairs
- Title 9. Health Services
- Title 10. Law

- Title 11. Mines
- Title 12. Natural Resources
- Title 13. Public Safety
- Title 14. Public Service Corporations; Corporations and Associations; Securities Regulation
- Title 15. Revenue
- Title 16. Tax Appeals
- Title 17. Transportation
- Title 18. Environmental Quality
- Title 19. Alcohol, Dog and Horse Racing, Lottery and Gaming
- Title 20. Commerce, Financial Institutions, and Insurance

Titles 1, 11, and 16 did not have any rulemaking filings during this fiscal year as in the previous year.

Title 9, Health Services had the most filings at 112 rule-related packages with a decrease of six filings from the previous fiscal year.

This is the first fiscal year where the total rule-related filings for the fiscal year dropped about 100 rule-related filings compared to the average of the past three previous fiscal years. This does not necessarily mean that rulemaking activity decreased for this fiscal year. Based on the page counts of the Administrative Register which increased, and Code supplement page counts which remained constant, these results are likely due to rulewriters consolidating rulemaking sections in their docket openings and rulemaking packages, thus filing less individual rule-related filings.

Page Count for Administrative Register

The total page count for the 2007 Volume 13 Arizona Administrative Register was 4646. This volume had 288 less pages than Volume 12, 2006.

The page count for Volume 14, 2008, of the Arizona Administrative Register through June 30, 2007, (end of the fiscal year) was 2,958. This page count is 578 more than the previous fiscal year at this time.

Administrative Code Fiscal Year Review

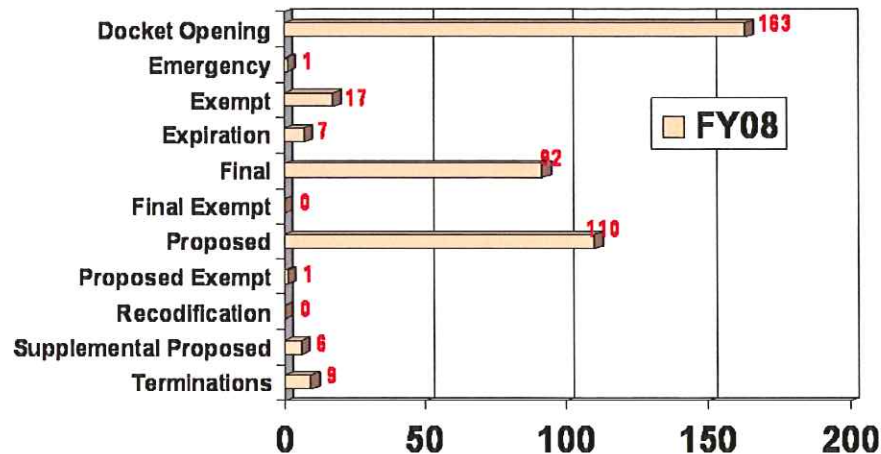
Administrative Code Supplement 07-3 yielded 874 pages with rule sections affected in 17 chapters within eight Code titles.

Administrative Code Supplement 07-4 had 1,560 pages with rule sections affected in 31 chapters within nine Code titles.

Administrative Code Supplement 08-1 had 1,067 pages with rule sections affected in 23 chapters within ten Code titles.

Administrative Code Supplement 08-2 had 1,514 pages with rule sections affected in 20 chapters within ten Code titles.

Rulemaking Package Filings by Type of Notice



Above: Rulemaking filings for fiscal year '08.

Nine rulemakings were terminated in FY '08 (four less than FY '07).

Seven rules expired, two less than in FY '07. If an agency does not file a five-year rule review report with the Governor's Regulatory Review Council (GRRC) including a revised report; or if an agency does not file an extension before the due date of the report; or if an agency files an extension but does not submit a report within the extension period; the rules scheduled for review expire. GRRC is required to notify the secretary of state that the rules have expired and are no longer enforceable. The expiration notice is published in the Administrative Register, and the rules are removed from the Administrative Code.

One emergency rulemaking package was filed, six less than in FY '07. Under the Administrative Procedure Act (APA), an agency may determine that adoption, amendment, or repeal of a rule is necessary for immediate preservation of the public health, safety, or welfare and the notice and public participation requirements are impracticable. Under this determination, the agency may adopt the rule as an emergency and submit it to the attorney general for review. The attorney general approves the rule and then files it with the secretary of state. The rule remains in effect for 180 days. An emergency rule may be renewed for one 180-day period if the requirements of A.R.S. § 41-1026 are met. If the emergency rule is not renewed or the rule is not permanently adopted by the end of the 180-day period, the emergency rule expires and the text of the rule returns to its former language in the Arizona Administrative Code. If any former language did not exist a historical note would reflect that an emergency rule was once in the section.

There were 163 docket openings this fiscal year; this is 33 less docket openings than the previous fiscal year. Under the APA, agencies must submit a Notice of Rulemaking Docket Opening before beginning the formal rulemaking process.

For this fiscal year 110 Notice of Proposed rulemakings were filed. This is a decrease of 24 Notice of Proposed rulemaking filings from the previous fiscal year. Notices of Proposed Rulemakings contain a preamble and the full text of the rules. The Secretary of State's office publishes each notice in the Register within three weeks of filing. An agency must allow at least 30 days to lapse after the publication of the Notice of Proposed Rulemaking in the Register before beginning any proceedings for making, amending, or repealing any rule. (A.R.S. §§ 41-1013 and 41-1022).

There were 92 Final Rulemakings filed with the office. They decreased by 24 filings.

Number of Filings by Month

Monthly Statistics	FY '04	FY '05	FY '06	FY '07	FY '08
July 2007	35	55	38	31	32
August 2007	42	38	35	44	29
September 2007	41	44	47	44	29
October 2007	50	34	32	55	36
November 2007	46	27	47	32	41
December 2007	38	47	46	46	30
January 2008	47	51	29	27	33
February 2008	61	33	43	37	32
March 2008	59	44	47	48	38
April 2008	39	32	37	32	46
May 2008	35	39	42	40	41
June 2008	62	61	59	67	19

Number of Filings by Chapter

CODE TITLE-CODE CHAPTER; AGENCY, BOARD OR COMMISSION; NUMBER OF FILINGS

02 A.A.C. 01	Department of Administration, 3
02 A.A.C. 05	Department of Administration, Personnel Administration, 6
02 A.A.C. 08	State Retirement System Board, 1
02 A.A.C. 10	Department of Administration, Risk Management Services, 5
02 A.A.C. 12	Office of the Secretary of State, 2
02 A.A.C. 17	Water Quality Appeals Board, 1
02 A.A.C. 20	Citizens Clean Elections Commission, 5
02 A.A.C. 5.1	State Personnel Board, 1
03 A.A.C. 02	Department of Agriculture, Animal Services Division, 12
03 A.A.C. 03	Department of Agriculture, Environmental Services Division, 3
03 A.A.C. 04	Department of Agriculture, Plant Services Division, 2
03 A.A.C. 09	Department of Agriculture, Agricultural Councils and Commissions, 4
03 A.A.C. 11	Veterinary Medical Examining Board, 3
04 A.A.C. 01	Board of Accountancy, 2
04 A.A.C. 02	Corporation Commission, Fixed Utilities, 1
04 A.A.C. 06	Board of Behavioral Health Examiners, 3
04 A.A.C. 07	Board of Chiropractic Examiners, 5
04 A.A.C. 08	Acupuncture Board of Examiners, 2
04 A.A.C. 10	Board of Cosmetology, 3
04 A.A.C. 16	Arizona Medical Board, 3
04 A.A.C. 19	Board of Nursing, 1
04 A.A.C. 20	Board of Dispensing Opticians, 2
04 A.A.C. 21	Board of Optometry, 2
04 A.A.C. 23	Board of Pharmacy, 32
04 A.A.C. 24	Board of Physical Therapy, 7
04 A.A.C. 28	State Real Estate Department, 1
04 A.A.C. 30	Board of Technical Registration, 1
04 A.A.C. 33	Board of Examiners for Nursing Care Institution Administrators and Assisted Living Facility Managers, 3
04 A.A.C. 34	Board of Manufactured Housing, 3

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04 A.A.C. 35	Arizona Health Facilities Authority, 1
04 A.A.C. 35	Arizona Health Facilities Board, 1
04 A.A.C. 36	Department of Fire, Building and Life Safety, 2
04 A.A.C. 38	Board of Homeopathic Medical Examiners, 2
04 A.A.C. 40	Department of Veterans' Services, 2
04 A.A.C. 43	Board of Occupational Therapy Examiners, 1
04 A.A.C. 45	Board of Respiratory Care Examiners, 6
04 A.A.C. 46	Board of Appraisal, 12
05 A.A.C. 04	Board of Executive Clemency, 3
06 A.A.C. 03	Department of Economic Security, Unemployment Insurance, 6
06 A.A.C. 05	Department of Economic Security, Social Services, 1
06 A.A.C. 10	Department of Economic Security, The JOBS Program, 1
06 A.A.C. 18	Department of Economic Security, Office of Licensing, Certification, and Regulation, 1
07 A.A.C. 02	State Board of Education, 2
07 A.A.C. 03	Commission for Postsecondary Education, 5
07 A.A.C. 06	School Facilities Board, 3
08 A.A.C. 02	Department of Emergency and Military Affairs, Division of Emergency Management, 3
08 A.A.C. 04	Arizona Emergency Response Commission, 2
09 A.A.C. 01	Department of Health Services, Administration, 4
09 A.A.C. 05	Department of Health Services, Child Care Facilities, 1
09 A.A.C. 06	Department of Health Services, Communicable Diseases and Infestations, 11
09 A.A.C. 07	Department of Health Services, Children's Rehabilitative Services, 3
09 A.A.C. 08	Department of Health Services, Food, Recreational, and Institutional Sanitation, 4
09 A.A.C. 10	Department of Health Services, Health Care Institutions: Licensing, 11
09 A.A.C. 11	Department of Health Services, Health Care Institutions: Rates and Charges, 1
09 A.A.C. 13	Department of Health Services, Health Program Services, 1
09 A.A.C. 15	Department of Health Services, Loan Repayment, 1
09 A.A.C. 16	Department of Health Services, Occupational Licensing, 3
09 A.A.C. 17	Department of Health Services, Pure Food Control, 1
09 A.A.C. 19	Department of Health Services, Vital Records and Statistics, 1
09 A.A.C. 20	Department of Health Services, Behavioral Health Service Agencies: Licensure, 4
09 A.A.C. 22	Arizona Health Care Cost Containment System, Administration, 16
09 A.A.C. 23	Department of Health Services, Oral Health, 1
09 A.A.C. 25	Department of Health Services, Emergency Medical Services, 4
09 A.A.C. 26	Commission for the Deaf and the Hard of Hearing, 2
09 A.A.C. 28	Arizona Health Care Cost Containment System, Arizona Long-term Care System, 7
09 A.A.C. 31	Arizona Health Care Cost Containment System, Children's Health Insurance Program, 3
09 A.A.C. 34	Arizona Health Care Cost Containment System, Grievance System, 1
10 A.A.C. 04	Arizona Criminal Justice Commission, 3
12 A.A.C. 01	Radiation Regulatory Agency, 3
12 A.A.C. 04	Game and Fish Commission, 3
12 A.A.C. 05	State Land Department, 6
12 A.A.C. 07	Oil and Gas Conservation Commission, 1
12 A.A.C. 08	Arizona State Parks Board, 1
12 A.A.C. 15	Department of Water Resources, 5
13 A.A.C. 03	Department of Public Safety, Tow Trucks, 2
13 A.A.C. 11	Board of Fingerprinting, 2
14 A.A.C. 02	Corporation Commission, Fixed Utilities, 3
14 A.A.C. 04	Corporation Commission, Securities, 2
14 A.A.C. 05	Corporation Commission, Transportation, 1
15 A.A.C. 01	Department of Revenue, Estate Tax Section, 2

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15 A.A.C. 03	Department of Revenue, Luxury Tax Section, 2
15 A.A.C. 05	Department of Revenue, Transaction Privilege and Use Tax Section, 5
17 A.A.C. 01	Department of Transportation, Administration, 6
17 A.A.C. 03	Department of Transportation, Highways, 3
17 A.A.C. 04	Department of Transportation, Title, Registration, and Driver Licenses, 21
17 A.A.C. 05	Department of Transportation, Commercial Programs, 4
17 A.A.C. 06	Department of Transportation, Overdimensional Permits, 1
17 A.A.C. 08	Department of Transportation, Motor Carrier and Tax Services Program, 1
17 A.A.C. 09	Department of Administration, School Buses, 3
18 A.A.C. 01	Department of Environmental Quality, Administration, 1
18 A.A.C. 02	Department of Environmental Quality, Air Pollution Control, 21
18 A.A.C. 04	Department of Environmental Quality, Safe Drinking Water, 4
18 A.A.C. 07	Department of Environmental Quality, Remedial Action, 1
18 A.A.C. 08	Department of Environmental Quality, Hazardous Waste Management, 3
18 A.A.C. 11	Department of Environmental Quality, Water Quality Standards, 3
18 A.A.C. 12	Department of Environmental Quality, Underground Storage Tanks, 2
18 A.A.C. 13	Department of Environmental Quality, Solid Waste Management, 2
18 A.A.C. 14	Department of Environmental Quality, Permits and Compliance Fees, 2
18 A.A.C. 16	Department of Environmental Quality, Water Quality Assurance Revolving Fund Program, 1
19 A.A.C. 01	Department of Liquor Licenses and Control, 1
19 A.A.C. 02	Arizona Racing Commission, 3
19 A.A.C. 03	Arizona State Lottery Commission, 5
20 A.A.C. 01	Department of Commerce, 1
20 A.A.C. 04	Department of Financial Institutions, 2
20 A.A.C. 05	Industrial Commission of Arizona, 17
20 A.A.C. 06	Department of Insurance, 4

Paper Subscriptions (Number of Paper Subscribers)

Publication	Number of Subscribers
Arizona Administrative Code	124
Arizona Administrative Register	75
Chaptered Bills (the number of people requesting all bills filed)	10

Legislative Filings

Legislative Session	Filed
48th Legislature, Second Regular Session (2008)	Chaptered Bills – 315
Some of these resolutions and memorials were transmitted under law. Refer to the Administration section of this annual report.	Senate Concurrent Resolutions – 8
	House Concurrent Resolutions – 6
	Senate Concurrent Memorials – 1
	House Concurrent Memorials – 3
	Senate Joint Resolutions – 1
	House Joint Resolutions – 1
	Senate Resolutions – 2
	House Resolutions – 6
	Senate Memorials – 1
	House Memorials – 0
	Governor Veto Letters (copies) - 32

Publications Printed and Distributed

Publication Name and Total Printed

Advance Directive Brochure – 6,000

Advance Directive Packet – 2,000

AZ & US Constitution – 670

AZ Landlord & Tenant Act – 11,000

AZ Landlord & Tenant Act Large Print – 1,000

Campaign Contributions & Expenses - 900

Candidate & Political Committees Handbook – 750

Color - Kids Card – 770

Color - State Symbols – 1,000

Color - Welcome Brochures – 1,150

Covers - Notebook/Binder – 501

Election Officer Cert & Training Program Notebook – 379

Election Officer Re-Cert & Training Program Notebook – 122

Elections Procedure Manual – 55

Financial Disclosure Statements, Instructions for – 650

Flyer - Corporation Commission – 1,000

Flyer - Customer Service Center Map – 3,200

Flyer - Campaign Finance Seminar - 120

Initiative Referendum and Recall Handbook – 300

Kids Activity Book – 920

Labels - Mailing Labels – 300

Lobbyist Handbook – 1,770

Notarial Samples – 326

Notary 101 Workbook – 2,886

Notary Application – 300

Notary Reference Manual – 7,069

Semi-Annual Index – 210

Trademark/Trade Names – 3,450

Student/Parent Mock Election letter – 2,370

Student/Parent Mock Election registration form – 2,370

Trademark Application – 975

Trademark/Trade Names Handbook – 351

Trade Name Application – 8,000

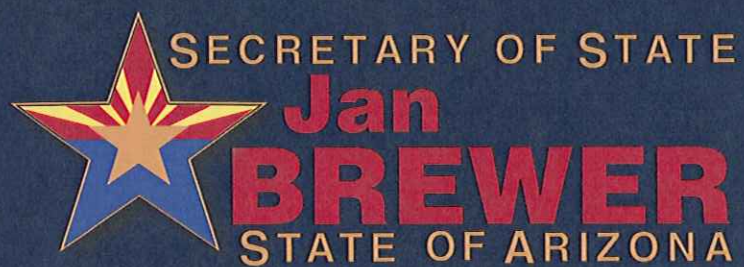
UCC 1 Financing Statement – 500

UCC 3 Financing Statement – 500

Programs

E-Bills Subscriptions & Legislative Filings

Public Services chaptered 315 legislative bills and scanned the bills for public review online. This was the second fiscal year the division offered “E-Bills Notification” a service for subscribers to know immediately when bills were posted. For this Fiscal Year there were 34 subscribers, almost double of the previous fiscal year. This service is offered for free.



 **Vote Arizona!**

1-877-THE VOTE
Your voter registration hotline
www.azsos.gov